



City of Hampton
PERSONNEL ADMINISTRATIVE INSTRUCTIONS

DATE: September 1, 2004	CHAPTER: Five	PAI No. 3						
REFERENCES:	SUBJECT: Police Division Incentive Pay							
<p>Permanent Full-Time sworn Police Division employees shall be paid educational incentive pay. Educational incentive pay categories are not cumulative, i.e. each employee shall be paid for one category at a time. Payment of the educational incentive pay shall be discontinued effective the date the employee no longer meets the criteria for such pay.</p> <p>The granting of educational incentive pay shall be based on documentation acceptable to the Chief of Police and shall be made part of the employee's official personnel record maintained in the Department of Human Resources. The effective date of educational incentive pay shall be determined by the Chief of Police based upon determination of eligibility.</p> <p>Educational incentive pay shall be added to the employee's annual salary and become part of his/her base pay for the purpose of computing overtime, holiday pay, worker's compensation payments, insurance, and retirement benefits.</p> <p>Permanent Full-Time sworn Police Division employees shall be paid educational incentive pay in accordance with the following schedule:</p> <ul style="list-style-type: none">▪ A total of six hundred dollars (\$600.00) per year upon satisfactory completion of an Associate's degree, or its equivalent in a job-related field of study as identified by the Chief of Police▪ A total of eight hundred dollars (\$800.00) per year upon satisfactory completion of an Associate's degree, or its equivalent, in a job-related field of study as identified by the Chief of Police AND three (3) years of employment in a police division position▪ A total of eight hundred dollars (\$800.00) per year upon satisfactory completion of a Bachelor's degree in a job-related field of study as identified by the Chief of Police▪ A total of twelve hundred dollars (\$1200.00) per year upon satisfactory completion of a Bachelor's degree in a job-related field of study as identified by the Chief of Police AND three (3) years of employment in a police division position▪ A total of sixteen hundred dollars (\$1600.00) per year upon satisfactory completion of a Bachelor's degree in a job-related field of study as identified by the Chief of Police AND five (5) years of employment in a police division position▪ A total of two thousand dollars (\$2000.00) per year upon satisfactory completion of a Bachelor's degree in a job-related field of study as identified by the Chief of Police AND seven (7) years of employment in a police division position▪ A total of twenty-two hundred dollars (\$2200.00) per year upon satisfactory completion of a Master's degree in a job-related field of study as identified by the Chief of Police AND ten (10) years of employment in a police division position								
Approved By: Dianne R Foster, Director of Human Resources	<table style="width: 100%; border: none;"><tr><td style="border: none;">Chapter No. 5</td><td style="border: none;">PAI No. 3</td><td style="border: none;">Page No. 1</td></tr><tr><td colspan="3" style="border: none;">Revision Date:</td></tr></table>		Chapter No. 5	PAI No. 3	Page No. 1	Revision Date:		
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